

RURAL MUNICIPALITY OF BIRCH HILLS NO. 460

January 10, 2018

REGULAR MEETING MINUTES

**Present:** Deputy Reeve Leyton Elsaesser, Councillors Brent Fenner, Kyle Jensen, Mathew Njaa, Ted Boutin, Matt Robertson, and Acting Administrator Cherie Opseth.

Deputy Reeve Elsaesser called the meeting to order at 8:34 a.m.

**Regrets:** Reeve Alan Evans

**01-2018 Minutes: Fenner** That the minutes of the regular meeting held on December 11, 2017 be approved as circulated.

*Carried*

**02-2018 Financial Statement: Boutin** That the statement of financial activities and bank reconciliation as at December 31, 2017, be accepted as presented.

*Carried*

**03-2018 Accounts Payable: Robertson** That the accounts at December 31, 2017 as per the attached list of Cheques #14054 – 14079 and Other Direct Utility Payments of \$74,285.40 plus payroll \$10,698.70 totaling \$84,984.10 be approved.

*Carried*

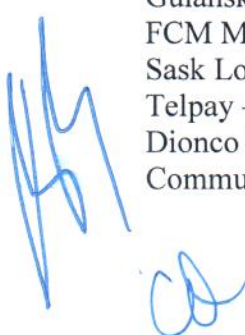
**04-2018 Accounts Payable: Njaa** That the January 2018 accounts as per the attached list of Cheques #14080 – 14095 totaling \$465,927.14 be approved.

*Carried*

**05-2018 Correspondence: Njaa** That the following correspondence be accepted as presented:

SARM – Update & Policy Bulletin / Proposed Bylaw Changes  
SARM – 2018 Membership/Service Fees/Bond / Insurance and Benefit Programs  
SARM – Division 5 – Judy Harwood seeking re-election  
SARM – SAMA: 2018 Budget Estimate  
SARM – Legal Council response to the Civic Centre inquiry  
Ingram & Yeadon Accountants – Interim Audit Report  
Cornerstone Insurance Inc. – Commercial Auto Policy Renewal  
Town & RM Joint Meeting Minutes  
RM of Kinistino – Reciprocating Snow Removal Agreement  
Bill Trenaman – Ministry of Highways & Infrastructure  
Mel Evans – Termination of lease and work to complete  
SaskPower – Transmission Line Upgrade Project Prince Albert to Beatty  
Sasktel – Buried Telephone Facilities – Road Construction  
North Central Workshops – February 27 – March 1, 2018 – Birch Hills  
NCTPC – October Minutes  
Jason Kent, MA Inspections – Building Code Updates  
Birch Hills Recreation – Letter to thank the RM for financial contributions  
Laurie Berube – Resignation as Rec Director  
Lyle Evans – First Responders – request funding for training  
Gulansky Gravel Pit  
FCM Membership  
Sask Lotteries – Grant Application  
Telpay – Electronic payment services  
Dionco Sales – Snow Blades  
Communities in Bloom – Registration form

*Carried*



**06-2018**      **Committee Reports: Fenner** That the following committee reports be accepted as presented and filed with these minutes:  
**Highway 25**  
**Invasive Plant Management Committee**  
**Health Foundation**  
**Fire Department**  
**First Responders & EMO**  
**Recreation Board**  
**Shop & Equipment**  
**Employee Relations**  
**Rural Crime**

*Carried*

**9:34 a.m.**      The Deputy Reeve called a short recess.

**9:37 a.m.**      The regular meeting of council was reconvened by the Deputy Reeve.

**9:37 a.m.**      **In Camera Session: Jensen** That council move in camera to discuss human resources and the proposed Civic Centre Agreement.

**10:51 a.m.**      **In Camera: Robertson** That the regular meeting of council be reconvened.

**07-2018**      **Acceptance of Offer to Purchase: Njaa** That the RM council accept the offer to purchase the 1992 Cummins Diesel Ambulance for \$2,500.00.

*Carried*

**08-2018**      **SARM Insurance Bond: Jensen** That the Fidelity Bond be accepted as presented. The bond fee for 2018 is \$125.00 and includes coverage as follows: fidelity bond coverage of \$25,000.00; registered mail coverage of \$50,000.00; money and securities coverage of \$2,500.00.

*Carried*

**09-2018**      **Auditor: Elsaesser** That the firm Ingram & Yeadon Accountants be appointed as auditors for the 2017 fiscal year and further that the engagement letter is accepted for the same.

*Carried*

**10-2018**      **RMAA Membership Fees: Njaa** That the RM pay for the membership fees to the Rural Municipal Administrators' Association for the Acting Administrator, Cherie Opseth and her mentor, Louise Hodgson for the 2018 year.

*Carried*

**11-2018**      **Appointments: Jensen** That the following appointments be made:

BH Health Foundation	Brenda Getz, Dean Manson & Matt Robertson
Local Library Board	Nadia Stevenson, Maxine Cromartie & Helen Shilling
Wapiti Library Board	Helen Shilling (2017-2018) 2yr appointment
Development Appeals	Dennis Rask (2017 & 2018)
	Ryan Shore & Dean Manson (2018 & 2019)
Board of Revision	Robert Arnestad, Chris Hovdebo & Dean Manson
Pest Control Officer	Vern Holland
Weed Inspector	Barry Swanson

*Carried*

**12-2018**      **Regular Meetings: Fenner** That the regular meetings of Council be held on the second Wednesday of each month convening at 8:30 a.m.

*Carried*

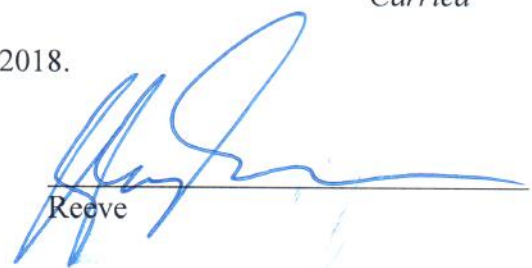
**13-2018**      **Council Indemnity: Robertson** That the 2018 council remuneration remain the same as last year at a rate of \$175.00 plus mileage from their place of residence at a rate of \$0.50 per kilometer for each council meeting day attended and \$125.00 per committee meeting / supervision plus mileage at a rate of \$0.50 per kilometer.

*Carried*

- 14-2018      **WCB Coverage: Elsaesser** That the RM continues with the minimum WCB coverage for elected officials.  
*Carried*
  
- 15-2018      **Saskatchewan Lotteries: Njaa** That we allocate the total per capita Saskatchewan lotteries grant for 2018 to the BH & District Recreation Board.  
*Carried*
  
- 16-2018      **Fire Department Wages: Jensen** That the Fire Department wages for 2017 in the amount of \$15,030.20 be approved for payment as reviewed by the Town and RM Council representatives which were paid out equally by the Town and RM and that the 2018 Fire Department wages be set at \$12.50 per meeting and \$25.00 per hour for callouts.  
*Carried*
  
- 17-2018      **Fire Department Members: Jensen** That the members of the Birch Hills Fire Department be appointed as volunteer fire fighters of the RM of Birch Hills No. 460 as per the attached list.  
*Carried*
  
- 18-2018      **Reciprocating Snow Agreement: Njaa** that we authorize the RM of Kinistino No. 459 to maintain at no cost to us the road located South of Sections 13 and 14-48-23-W2 on a regular basis or whenever deemed necessary for the purpose of snow removal.  
*Carried*
  
- 19-2018      **First Responders: Jensen** That the RM and Town equally pay the costs for registration, hotel and mileage the First Responders attending the Medical First Responders Conference in Moose Jaw.  
*Carried*
  
- 20-2018      **Wages: Elsaesser** That the 2018 wages be set to the following:  
Todd Devenis be appointed Acting Foreman and receive \$27.50 per hour; Pat Lepine \$23.50 per hour; Victor Doderai \$21.00 per hour; Brian Evans \$24.00 per hour; Joanne Bzdel \$20.00 per hour; and the Acting Administrator Cherie Opseth receive an annual salary of \$53,737.00.  
*Carried*
  
- 21-2018      **Annual Vacation for Administration: Elsaesser** That the RM authorize the Acting Administrator to receive 3 weeks paid vacation per year effective January 1, 2018.  
*Carried*
  
- 22-2018      **SAMA Training: Elsaesser** That the Acting Administrator be authorized to attend the assessment training session in Saskatoon April 10 - 11, 2018.  
*Carried*
  
- 23-2018      **Adjournment: Jensen** That the meeting be adjourned at 11:40 p.m.  
*Carried*

Certified correct this 14<sup>th</sup> of February, 2018.

  
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Administrator

  
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Reeve